

**FAYETTE COUNTY
2002 CLASS DESCRIPTION**

**CLASS TITLE: ASSISTANT MAINTENANCE DIRECTOR
CLASS CODE: 626
Exempt/HIPAA**

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to oversee the day to day operation of the department, hiring new personnel and discipline as necessary. Assisting the Director with budget and maintenance of expenditures, specification writing, drawing plans, scheduling work, order material, inspect all play grounds and parks, maintain work place safety, train personnel, and purchase equipment. The class is responsible for overseeing new construction, renovations and maintenance of all county facility buildings and parks, supervise personnel, and work in grounds, buildings and custodial areas. Work is performed under the general supervision of the Director of Building and Grounds Maintenance.

ESSENTIAL TASKS

Direct the day to day operations of Department by monitoring all work in progress and prioritize, assist department Director in preparing annual budget, write specifications for jobs and equipments, draw plans, assist supervisors in the interviewing and hiring process for the department, discipline, terminations, and oversee outside vendors in new construction and remodeling. Assist Department Director in negotiating contracts, direct safety program and training for the department. Assist in daily administration of public relations. Performs related work as required.

INVOLVEMENT WITH DATA, PEOPLE, AND THINGS

DATA INVOLVEMENT:

Develops new approaches or methodologies to solve problems not previously encountered by analyzing, synthesizing, or evaluating data or information using unconventional or untried methods.

PEOPLE INVOLVEMENT:

Mentors others by advising, counseling, or guiding those regarding problems that may be resolved administrative or professional principles.

INVOLVEMENT WITH THINGS:

Establishes long range plans and programs, identifying funding sources, allocating funds for, and implementing long range capital improvements, major construction projects, major equipment, and/or new technology systems, which support goals and objectives of the organization.

COGNITIVE REQUIREMENTS

REASONING REQUIREMENTS:

Performs work involving the application of broad principles of professional management and leadership to solve new problems for which conventional solutions do not exist.

ASSISTANT MAINTENANCE DIRECTOR

MATHEMATICAL REQUIREMENTS

Uses mathematics involving the practical application of fractions, percentages, ratios and proportions or measurements, logarithmic, or geometric construction, may use algebraic solutions of equations and inequalities, descriptive statistics, deductive geometry, plane and solid, and rectangular coordinates, mathematical classifications or schemes.

LANGUAGE REQUIREMENTS:

Read professional literature and technical manuals; speaks to groups of employees, and public or private groups; writes manuals and complex reports.

MENTAL REQUIREMENTS:

Performs professional level work requiring the application of engineering and/or managerial methods in the solution of technical or administrative, problems; applies extensive understanding of operating policies and procedures to solve complex problems, coordinates sub-professional work in these disciplines; requires continuous, close attention for accurate results and frequent exposure to unusual pressures.

JUDGMENTS AND DECISIONS

JUDGMENTS AND DECISIONS:

Makes decisions concerning almost the entire focus of the job, affecting most segments of the organization and the general public; establishes goals, objectives, and policies.

VOCATIONAL/EDUCATIONAL AND EXPERIENCE PREPARATION

VOCATIONAL/EDUCATIONAL PREPARATION:

Requires Associate's degree, vocational technical degree, or specialized training equivalent to satisfactory completion of two years of college education with emphasis in Building Maintenance, Construction, and Landscaping and Field Maintenance, or a closely related field.

SPECIAL CERTIFICATIONS AND LICENSES:

Commercial Drivers License (CDL), satisfactory Motor Vehicle Record (MVR);

Herbicides and Pesticides Applicator's License;

National Play Grounds Inspector Certification;

Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

EXPERIENCE REQUIREMENTS:

Requires over four years and up to and including eight years.

ASSISTANT MAINTENANCE DIRECTOR

AMERICANS WITH DISABILITIES ACT REQUIREMENTS

PHYSICAL AND DEXTERITY REQUIREMENTS:

Requires light work that involves walking or standing most of the time, exerting up to 20 pounds of force on a recurring basis, skill, adeptness and speed in the use of fingers, hands or limbs on repetitive operation of mechanical, electronic office or shop machines, tools within moderate tolerances or limits of accuracy.

ENVIRONMENTAL HAZARDS:

The job risks exposure to bright/dim light, dusts and pollen, extreme heat and/or cold, wet or humid conditions, extreme noise levels, animals/wildlife, vibration, traffic, moving machinery, electrical shock, heights, disease/pathogens, toxic/caustic chemicals, and violence.

SENSORY REQUIREMENTS:

Visual acuity and field of vision, hearing, speaking, color perception, sense of taste, sense of smell, depth perception, and texture perception.

ADA COMPLIANCE

Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE

The Health Insurance Portability and Accountability Act of 1996 requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE

In accordance of Fayette County's Substance Abuse Policy of 1996, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.